



3026 Bowser Street, P.O. Box 340, New Hazelton, British Columbia, V0J 2J0

Telephone (250) 842-6571 Fax (250) 842-6077 E-mail info@newhazelton.ca

District of New Hazelton
Employment Opportunity
Development Services Officer

The District of New Hazelton is seeking applications for the position of Development Services Officer (DSO). Applications will be accepted and must be received by 4:00 pm, Friday, September 2, 2011.

Duties and Responsibilities:

- Reporting directly to the Chief Administrative Officer, the DSO will be responsible for coordinating, planning, and managing economic development activities;
- Receiving, processing, and administering matters related to development permits, zoning information requests, and rezoning applications;
- Creating and updating marketing materials for the district;
- Managing various other projects and functions, as well as completing other duties as assigned.

Qualifications:

- Experience in a local government setting;
- Education and/or experience in economic development;
- Interested in furthering their knowledge of economic development, local government development and planning processes, and local government management.

Compensation:

- The starting salary for the position is \$38,000 per annum, with opportunities for increases in the future;
- Enrollment in a Local Government Management Program;
- Municipal Pension and Benefits Program.

Please email, fax, mail, or drop of a resume, cover letter, and at least two references to:

Donny van Dyk
Chief Administrative Officer
District of New Hazelton
PO Box 340 or couriered: 3026 Bowser Street
New Hazelton BC, V0J 2J0
donny@newhazelton.ca
Fax: 250-842-6077

The District thanks all applicants for their interest in the position, however will only be contacting those who are short listed for the position.